MD iMap Technical Committee Meeting Minutes

<u>Place</u>:   Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)
<u>Date</u>:   10/19/10
<u>Time</u>:   1:00 PM   –   3:00 PM

<u>Attendees</u>:   Rowland Agbede (MDA), Michael Bentivegna (CGIS), Ashley Buzzeo (CGIS), Jim Cannistra (MDP), Kevin Coyne (DNR), Kaushik Dutta (MdTA), Steven Fabijanski (CGIS), Bill Farrington (DJS), Scott Jeffrey (CCBC), Julia Lukens (DBED), Kenny Miller (DoIT), Frank Siano (MDE), Brad Spittel (BMC) and Brad Wolters (DHCD)

<u>AGENDA</u>:

- **1:00PM – 1:05PM Introductions**

- **1:05PM – 1:30PM Review of Subcommittee Charters**

- **1:30PM – 1:40PM Application Subcommittee Updates**

    o   **1:40PM – 2:10PM Rapid Application Prototype Discussion/Q&A (CGIS)**

- **2:10PM – 2:20PM Data and Resources Subcommittee Updates**

    o   **2:20PM – 2:40PM Community Mapper Discussion**

- **2:40PM – 2:50PM Outreach Subcommittee Updates**

- **2:50PM – 3:00PM Security Subcommittee Updates**

<u>ACTION ITEMS:</u>

Description:	Date Assigned:	Follow Up By:
• **Check for access of Exec. Comm. SharePoint site for Tech. Comm. Co-chairs**	**9/7/10**	**GIO**
Metadata Services • **Remaining "offenders" actively being pursued** • **Resend email to "offenders" to complete metadata** Email resent and follow-up by Kenny Miller to occur • **MDP has provided metadata for all their services on MD iMap** • **Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap** • **Email sent to Kenny** • **Agency leads from Tech. Comm. to make progress** o **Direct contact of data owners** • **A listing of services for which metadata is needed was provided. It was discussed that some metadata may not be available from the data producers. This is especially true for parcel data. Metadat at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process**	**Updated:** **10/5/10;** **8/3/10;** **7/12/10;** **6/22/10;** **5/18/10** **Submitted:** **4/20/10**	**Techical Committee; GIO**

	Submitted: 9/21/10	Technical Committee
ArcGIS 10 • **Further discussion is necessary concerning this topic**		

Application Subcommittee:		
Description:	**Date Assigned:**	**Follow Up By:**
Agency Agreement Concerning Posting of Code on MD iMap Portal • **See what documentation exists at other agencies**	Submitted: 10/19/10	Technical Committee
Agency Agreement Concerning Posting of Code on MD iMap Portal • **Check for documentation available from existing open API agreements**	Submitted: 10/19/10	CGIS
Rapid Application Prototype • **CGIS to provide updated cost/hours estimate based on results of Q&A and discussion conducted during 10/19/10 Tech. Comm. meeting** • **CGIS to provide cost/hours estimate by next Tech. Comm. meeting** • **Obtain pricing, based on specifications of application, from CGIS and MES** Email has been sent out to CGIS and MES from Kenny Miller – awaiting response • **Consolidate list of requirements for a rapid application deployment option (Phase 1)** • **Email consolidated list of requirements to Tech. Comm.** List has been generated and is available for review	Updated: 10/19/10; 10/5/10; 9/7/10 Submitted: 7/12/10	GIO
• **Updates to be made based on comments by 10/29/10** • **Email to Tech. Comm. for comments** • **Generate a charter**	Updated: 10/19/10; 10/5/10; 9/7/10 Submitted: 6/22/10	Application Subcommittee
• **Obtain Flex code from CGIS and MES for MD iMap-based applications**	Submitted: 10/19/10	**Kaushik Dutta**
• **Review and provide email comments to Lisa Lowe concerning developer's page that has been added to the MD iMap Portal**	Submitted: 8/4/10	Technical Committee

Data & Resources Subcommittee:		
Description:	**Date Assigned:**	**Follow Up By:**
Basemap Template Upgrade • **Upgrade basemap using Esri template**	Submitted: 10/19/10	Data & Resources Subcommittee
Google Urchin • **Actively working on clarifying categories to be included on report** • **Provide categories to be included in statistical output report** Categories have been provided to CGIS by GIO Meeting to address scheduled for 9/22/10 at CGIS	Updated: 10/5/10; 9/21/10 Submitted: 9/7/10	GIO; CGIS

Description	Date Assigned	Follow Up By

Community Mapper
• **Revisit in 6 months**
   o **How many counties were approached?**
   o **How big is the hole of Maryland?**
• **State of MD will not be participating in program based on inability to sign agreement based on Esri's current terms**
	Updated:
	10/19/10;
	10/5/10;
	9/21/10
	
	Submitted:
	9/7/10
		Technical Committee

• **Updates to be made based on comments by 10/29/10** • **Email to Tech. Comm. for comments** • **Generate a charter**	Updated: 10/19/10; 10/5/10; 9/21/10; 9/7/10 Submitted: 4/6/10	Data Subcommittee
Policy & Procedures Documentation • **Review and provide comments to CGIS by November 19, 2010**	Submitted: 10/19/10	Technical Committee

Education & Outreach Subcommittee:		
Description:	**Date Assigned:**	**Follow Up By:**
Vision Statement • **Prepare briefing for Exec. Comm. notification of change**	Updated: 9/21/10 Submitted: 9/7/10	Co-chairs
Vision Statement • **Objectives currently being worked on and will be available for comment at next Tech. Comm. meeting (10/19/10)** • **Get draft objections out for discussion for next Tech. Comm. meeting**	Submitted: 10/5/10; 9/21/10	Outreach Subcommittee Co-chairs
Email Blast • **Generate an email including a brief explanation of the Tech. Comm's vision and the Portal web address** • **Blast email to extended GIS community** • **Include updated Vision document**	Updated: 9/7/10; 5/18/10 Submitted: 4/20/10	Outreach Subcommittee
• **Recruit participants** • **Obtain feedback concerning how to improve upon current outreach strategies** • **Email potential new members directly**	Updated: 5/18/10; 4/20/10 Submitted: 3/16/10	Outreach Subcommittee
• **Updates to be made based on comments by 10/29/10** • **Email to Tech. Comm. for comments**	Updated: 10/19/10;	Outreach Subcommittee

Description:	Date Assigned:	Follow Up By:
• **Generate a charter** • **In progress, to be submitted by next Tech. Comm. meeting (10/5/10)**	**10/5/10;** **9/21/10** **Submitted:** **4/20/10**	
• **Proactive Marketing of MD iMap**	**Submitted:** **9/21/10**	**Outreach Subcommittee**

Security Subcommittee:		
Description:	**Date Assigned:**	**Follow Up By:**
Security Model • **Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting** • **Generate detailed document and presentation for October 27, 2010 Exec. Comm. meeting** • **Document for presentation to Exec. Comm. at Oct. meeting** • **Demo accompanying document to Exec. Comm. at Oct. meeting** • **In progress, to be submitted by next Tech. Comm. meeting (10/5/10)**	**Updated:** **10/19/10;** **9/21/10** **Submitted:** **8/3/10**	**Security Subcommittee**

COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
• **MD iMap Applications adhering to Maryland Website Branding Standards** Website branding standards are available on DoIT website	**Updated:** **9/7/10** **Submitted:** **8/4/10**	**GIO; Application Owners**
• **Discussion and agreement about application being expandable to higher resolution monitors**	**Submitted:** **4/20/10**	**Application Subcommittee**
Community Mapper • **Distribute agreement to Tech. Comm.** • **Ask Esri if data can be acquired from any source other than the data owner** • **Ask Esri how often is the basemap in Community Mapper updated** • **Ask Esri who performs the updates of the contributed data layers** • **Ask Esri if any data layer cleaning, edgematching or normalization is included for contributed data layers** • **Get agreement from Esri to Kenny Miller for review** • **Agreement is currently being reviewed by Kenny Miller** • **Ask Esri (Anthony Puzzo) if projecting on-the-fly in ArcGIS Server map services is possible** • **Email sent 9/14/10** • **Projecting on-the-fly in ArcGIS Server map services is possible, but not recommended**	**Updated:** **10/5/10;** **9/21/10** **Submitted:** **9/7/10**	**Technical Committee**

Community Mapper • Get county buy-in for participation • Ask if Esri will edgematch county provided centerlines • Determine what data to contribute Tech Comm has suggested to provide data layers currently included in Gazetteer map service	Updated: 9/21/10 Submitted: 9/7/10	Technical Committee
Community Mapper • Solicit feedback from other states concerning program participation Email sent to Virginia contact and feedback and additional clarification on participation has been provided • Review agreement Currently being reviewed	Updated: 9/21/10 Submitted: 9/7/10	GIO
Policy & Procedures Documentation • Data Submission and Services Submission documentation to be provided by CGIS • CGIS will be submitting documentation within two weeks for review by Tech. Comm.	Updated: 9/21/10 Submitted: 3/16/10	CGIS
Cache Tile Recommendation • Include brief demonstration/explanation of caching and projections at next Exec. Comm. meeting	Submitted: 9/21/10	Security Subcommittee

Introductions
- *Round-the-room.*

Review of Subcommittee Charters
- Must clarify that group is open to all willing to participate and always has been
    - Additional wording to be added to charters includes:
    "Efforts have been made to ensure that there is adequate participation especially from local government and state agencies. Private sector representatives may attend meetings, but are not eligible for membership on the Committee. All participation is voluntary and non-compensated. Membership will be for a 1 year term, subject to renewal based on interest and ability to participate."

    - Outreach Efforts:
        - § Email Blast
        - § MSGIC Quarterly
            - – Stand up and be seen
            - – Announce current initiatives
            - – Share stats for presentation from Google Urchin
        - § Emphasize remote connectivity available via teleconference
        - § Look into video conferencing for future meetings
            - – DoIT investigating conferencing options for a statewide solution (more to come)

- Suggest adding a term limit for participants
    - If participant doesn't participate for a length of one year, dropped from the list

Action Item: Update Charters to reflect additional information and wording; Submit to Tech. Comm. Co-Chairs by Friday, October 29, 2010(Subcommittee Chairs)

Application Subcommittee Updates
Branding
- **Zip package examples and guidelines available from DoIT website**
- **DoIT web team finalizing with Governor's Office**
  - ○ **CGIS & MES projects/application are all currently adhering to state branding guidelines**

- **DoIT security policies are being followed by MD iMap Security**
  - **New document needs to be reviewed by CGIS to assure we still comply**
    - § **Kenny Miller has indicated we are in good shape**

- **Recent Flex code to be posted to MD iMap Portal**
  - **Action Item: Obtain Flex code from CGIS and MES for MD iMap-based applications (Kaushik Dutta)**
  - **Group will need to generate some standard language for sharing code after development is complete**
    - § **Straight shot into a repository?**
    - § **Utilize Esri code gallery?**
  - **Group will also need to generate some standard language for protecting code and assuring sharing best practices**
    - § **Improvements to the code need to be sent back to the community**
    - § **Code cannot be sold back to the community**
- **Are their security concerns pertaining directly to lines in the code?**
  - **Check for IP addresses and other secure information that is hard-coded into code**
- **Come up with blanked agency agreement allowing for posting, use repeatedly**
  - **Can go into MOU**
  - **Looked at by attorney's for assurance purposes**
    - § **Local government – these are your guidelines for usage**
    - § **State government – these are your guidelines for usage**
  - **Action Item: See what exists at agencies and reconvene next meeting (Tech. Comm.)**
    - § **Open APIs have documentation available**
    - § **Action Item: CGIS to check for documentation available from existing open API agreements**

- **Application Submission Guidelines**
  - ○ **Draft available from CGIS for review**
  - ○ **Action Item: Comments by next Technical Committee meeting**
  - ○ **Will need to get Exec. Comm. approval**

- **Build widgets, assemble a widget library on MD iMap Portal**
  - ○ **For example: widget to upload pictures, widget to upload files**
    - § **Reusability**

Rapid Application Prototype
- **Default template**
  - ○ **Esri doesn't provide JavaScript template**
  - ○ **Suggest Flex 2.1 template**

§ Load configuration file on-the-fly and change inside template

- Wizard-based approach for non-programmers
  - End with a config file and publish themselves
  - Login, wizard, save internal to MD iMap and MD iMap generic viewer (allow to save, but publish later)
    - § Cannot be accomplished without a secure MD iMap system

- arcgis.com
  - Available already to create a map link
    - § Does what we want
    - § Not MD iMap branded
    - § Can add MD iMap services

- Log-in Control
  - Content management system leverage from one currently available
    - § Esri site does to some extent
      - Save config files

- Template needs to be clarified

- Are we looking for direct config editability via web?

- Concerns about data and services availability
  - Utilize local services
  - What about those agencies without access to services?
  - Public data
  - Simple point or polygon layer
  - Agency works out issues of getting a service
- Remove middle man
  - Upload local file to be converted to GeoRSS
    - § Must specify how excel spreadsheet must be formatted
  - How are geocoding errors resolved?

- Phase I
  - Utilize available AGS services only

- Website without registration and security will reside locally and not on MD iMap infrastructure
  - Minimally require web server
    - § Use ArcGIS Explorer to demo
  - End user will have to request to have application put on MD iMap

Data and Resources Subcommittee Updates
Google Urchin
- Promote numbers showing use and interest in MD iMap
- CGIS, what it can do based on what Kenny wants to see in the reports concerning stats
- Bi-monthly generation of report by CCBC students

- o Manual process
  - § Simple way to get basic stats – CCBC student participation
  - § Allow students to explore additional stat output options for other users (Executives are interested in different stats than a more technical person would be interested in)

Community Mapper
- Esri wants to commit state to send data (license agreement)
  - o Kenny Miller cannot sign agreement on behalf of state
- Esri requires state to update caches – don't have state resources at present
- Esri creates first cache
- Most data they want is already publicly available
- Esri has been informed that Maryland will play, but only with publicly available data
  - o Esri to comeback with comment
- Not currently a high priority
- Action Item: Revisit in 6 months (share this revisit schedule with Esri)
  - o How many counties were approached?
  - o How big is the hole of Maryland?

- Action Item: Upgrade basemap using Esri template discussion (Data & Resources Subcommittee)

Outreach Subcommittee Updates
No Additional Updates Available

Security Subcommittee Updates
- Security Briefing was compiled and provided to Exec. Comm. at April 2010 meeting
- Roles and groups need to be designated
- Secure applications need to be discussed
- Public data needs to be discussed
- Incremental fashion of security development is being designed for implementation
  - o Requested by Exec. Comm.
- Need verification of questions about briefing from Exec. Comm.
  - o Action Item: Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting

- Breakdown costs and breakdown hours
- Indicate community buy-in to offset some costs
  - o Training
  - o Meetings
  - o Software loading

- Operating costs currently versus future operating costs should be addressed
  - o Software piece
  - o Operating costs of new software ($ or labor)
    - § 2 specialists in help desk, etc.
- Idea is to delegate to agencies using services

- **Use Case Scenario – Crop Cover Program**
- **Include in slides:**
  - **Agency office store front**
  - **Scanned document that is currently filled out by participants**
  - **Farm field image**
  - **Land unit image**

- **Emphasize resources and implementation**

- **Action Item: Detailed document – Michael Bentivegna**
  - **Powerpoint presentation work with Michael B.**
    - § **Rowland can get slides to Michael B.**
    - § **Jim/Julia**
      - **High-level summarized bullets**
      - **Fill in by discussion**
    - § **Show that the storyline can be improved with security**
    - § **Assures security through practices**

-END MEETING-